Budget Monitoring under ESEA – No Child Left Behind

November 2006

Purpose of Budget Monitoring

 Compliance with NCLB Fiscal Requirements for Formula Funds in NCLB Consolidated Application

Improvement of Programs

ABCs of Understanding Fiscal Compliance with NCLB Budgets for Formula Funds under the NCLB Consolidated Application



In. Julie McCargar

Executive Director

Office of Federal Programs

No Child Left Behind Act

- Contains 10 Titles
- Most Titles contain Parts
- Most Titles are tied to money
- Every time a State accepts federal education funds we are also accepting the strings attached to the money
- One string is ensuring that our LEAs are in compliance with the law's requirements

Consolidated Application for NCLB Funds

- LEAs' allocations for these funds determined by law.
- State is responsible for disbursing these funds after the LEA has demonstrated that they have a plan for these funds that includes allowable and required activities.
- NCLB Consolidated Application allows State to determine the basics of the plan for the funds.
- In Tennessee, we are requiring all LEAs to submit preliminary budgets for approval at the time of their applications and final budgets for approval after both final allocations and carryover amounts for each title are finalized.

Title Programs in the NCLB Consolidated Application

- Title IA Disadvantaged Students
- Title IIA Highly Qualified Teachers
- Title IID Educational Technology
- Title III English Language Development
- Title IVA Safe and Drug-Free
- Title VA Innovative Programs
- Title VI Rural Low-Income Program (only eligible LEAs)

Administration of the NCLB Programs

- Administration vs. Consolidated Administration
 - Regular administration can only tie people to the title programs they work with
 - More than one program must keep time and effort logs
 - Consolidated administration personnel can work on any title in the application that is consolidated
 - No time and effort logs only semi-annual certification
 - The LEA must tell the State how much they are taking for administrative purposes

Budget Amendments

- The finance office of our Department will begin requesting documentation for expenditures and checking these expenditures against drawdowns and approved NCLB budgets.
- Budget amendments will be required for approval when a category in the budget has a individual change or cumulative changes of more than 10%.

Questions?

Process, Procedures and Documents Overview



Christie Lentz

Director, Budget and Field Services

Documents for Budget Monitoring

- Process and Procedures Budget Monitoring Document--REVISED
- Budgets and Set-Asides Checklist--REVISED
- Budget Worksheet--REVISED
- NCLB Budget Spreadsheet--REVISED

These documents, as well as this presentation, are available on our website at

http://www.state.tn.us/education/fedprog/fpmonitoring.shtml
http://state.tn.us/education/fedprog/fpforms.shtml
http://state.tn.us/education/fedprog/fppresentations.shtml

Process and Procedures

- As a part of the FY07 application process, all LEAs completed preliminary NCLB budgets based on their preliminary allocations and estimated carryovers for all NCLB programs included in their NCLB Consolidated Application.
- After finalizing carryover funds, all LEAs will revise those draft NCLB budgets and include all carryover with their final allocations. These budgets will cover the period of July 1 2006-September 30, 2007 using the state chart of accounts.

These final line item budgets on the NCLB Budget Spreadsheet Form ED-5339 are due to the assigned NCLB consultant by November 22, 2006.

Process and Procedures (continued)

- All LEAs will review their budgets for fiscal compliance by using the Budgets and Set-Asides Checklist.
- NCLB Field Service Consultants will review LEA budgets by using the Budgets and Set-Asides Checklist.
- NCLB Field Service Consultants will determine if the LEA has met all fiscal budget requirements and sign and date the cover of the Budgets and Set-Asides Checklist.
- If the budget monitoring remains open, the LEA must address the compliance concerns and schedule a review of the revised budgets by the NCLB consultant.
- Deadline for submission of the copy of the Budgets and Set-Asides Checklist and 3 copies of the final line item budgets to the Nashville office by the assigned consultant is January 15, 2007.
- LEAs must have closed budget monitoring to receive approval for their FY08 NCLB Consolidated Application.

Process and Procedures (continued)

 The Executive Director of Federal Programs will send each LEA a letter indicating the status of its budget monitoring.

Your LEA's status for requirements for your FY 08 Consolidated Application for NCLB Funds will be posted at

http://www.tennessee.gov/education/nclb/conapp/FY08CASysStatus.shtml

Revision of Documents

- Budget and Set-Asides Checklist--Revised after implementation/feedback
- Budget Worksheet—Titles added
- NCLB Budget Spreadsheet—Revised (formerly known as the Sample NCLB Budget Template)

Questions?

Document Walk-through



Brenda Staggs
Grants Manager,
Federal Programs

Tennessee Department of Education Budget Worksheet Companion to the Budget and Set-Anide I Checklint
1 School System Name 2 System Number
Using the information from your allocations and projected budget, complete the form. (8Y 2006-2007) LEA: A. 05-06 LEA Status Please Indicate by typing: "In Good Standing" or "High Priority" below 8. 05-06 Title I Schools High Priority Status Please Indicate by typing: "In Good Standing" or "High Priority" below
C. Enter your Title I Ballic Allocation: D. Enter your Local Neglected Allocation: E. Enter any planned transfers into Title I:
F. Total FV07 Title FA funds available for this year: G. Is your LEA retaining its Local Neglected allocation? Please Indicate by typing: "Yes" if he bining the allocation, "No" is releasing the allocation to TACC, or "N/A" if your LEA receives NO Local Neglected allocation. N/A
H. ADDany projected Administrative Costs: I. LEA's indirect Cost Rate for this year: J. ADDany projected indirect Costs:

- 1. Enter LEA specific data in items 1-4.
- 2. Enter "FY07" in Item #5.
- 3. Enter "Final Allocation" in Item #6.
- 4. Next to "LEA" type LEA Name.
- Enter required information in Items
 A-E; program will calculate Item F for you.
- 6. Enter:
 - a) appropriate response in Item G;
 - b) dollar amount for Item H;
 - c) percentage to be taken for Item I (leave blank if NO Indirect Cost is taken for Title I-A) and
 - d) the dollar amount (if any) for Item J

A2. Public School Choice and Suppleme	ental Educational Services Info
	allocation is required as a set-aside IF the LEA has not YP for two years.
If required, the amount shown will status on Page 1 and your total allo If NOT required, "N/A" will be dis	
• •	N/A
the total	oice (PSC) Transportation Minimum (1/4 of
set-aside) is displayed <i>/52 of</i>	your total allocation BEFORE carryover) NIA
the total	icational Services (SES) Minimum (1/4 of
set-aside) is displayed <i>/52 of y</i>	NIA
A3. Homeless Education -ADD an amount sufficient for comp youth in your	parable services for homeless
A4. Parent Involvement -12 of your total allocation is requi allocation is over \$500,000 -If MOT required, "M/A" will be dis	•
-ir not required, his will be dis	N/A
A5. Highly Qualified Teachers and Paraj -If ALL teachers and paraprofession 52 of your 	nals are not "Highly Qualified", up to this <u>requirement</u>
A6. High Priority LEA -If your LEA has "High Priority" sta must be reserved for Staff Development addressi	atus, 102 of your Title I-A allocation aq your identified AYP needs
A7. Local Neglected Reserve -Your Local Neglected allocation, i -If not retained, "N/A" will display	if retained
A8. Private Schools If serving Private Schools, ADI	N/A
ii seiving piivace ochools, Abl	N/A

Section A2 is about PSC and SES

This section will "auto-fill" based on the information LEA entered on Page 1.

Section A3 is Homeless Education-enter any budgeted amount for comparable services for identified or potential homeless students in the LEA.

Sections A4 through A7 will "auto-fill" based on information entered on Page 1.

Section A8 requires an amount set-aside for Private School students IF the LEA has Private schools that elected to participate in Title I-A.

Tennessee Department of Education Budget Worksheet Companion to the Budget and Set-Alide I Checklist										
Title II-A Budget-Teacher Quality										
B1. Briter your Title II-A allocation										
E2. Enter projected transfers INTO Title II-A	-									
ES. Enterprojected transfers OUT of Title IHA	•									
B4. Total FY07 Title II-A fund∎ a valiable	\$ -									
Title II-D Budget and Set-Asides-EdTech										
C1. Enter your Title II-Dailocation										
C2. Enter projected transfers INTO Title II-D										
C3. Enter projected transfers OUT of Title IFD										
C4. Total FY07 Title II-D fund (a valiable	\$ -									
C5. Required Professional Development Set-Aside (25%)	\$ -									
Title III-A Budget-ELL-Language Instruction	for Limited English Proficient Students									
D1, Does your LEA receive an allocation for Title Illi קברופאר "Yes" or ""Yo")	from SDE?									
E2. Do you retain your Title ill allocation at elither a or a member/Fitcal Agent of a Contorti (Enter "Yes" or "Yo")										
ES. If "Ye i" on EQ, are you a "Stand-Alone", a "Flict "Contor turn Member"? Please enter the applicable term in the shaded box to the right.	al Agent" or a									
D4. Enter your Title III-A allocation										
D5. Enter projected transfers INTO Title III-A	-									
DG, Total FY07 Title III-A fundi a valiable	-									

Section B: Title II-A Teacher Quality

Complete Items B1-B3 and Item B4
will "auto-fill".

Section C: Title II-D EdTech

Complete Items C1-C3 and Item C4

and C5 will "auto-fill".

Section D: Title III-A ELL Students

- a) Item D1: Does your LEA receive a preliminary allocation from TN SDE?
- b) Item D2: Enter "Yes" if your LEA does NOT release its money; if your LEA receives NO money or releases its money, enter "No".
- c) Complete Items D3-D5 as requested
- d) Item D6 will "auto-fill".

	Tennessee Department of Education Budget Worksheet Companion to the Budget and Set-Alide & Checklist										
Ti	Title IV Budget and Requirements-Safe and Drug-Free Schools										
E1	Enter your Title IV-A allocation										
E2	. Enter projected transfers INTO Title M-A	\$ -									
E3	Britan projected transfers OUT of Title N-A	\$ -									
E4	Total FY07 Title IV-A fund available	\$ -									
E5	E5 IF a School Resource Officer is hired and trained, NO MORE THAN 40% of your allocation is allowed for this espense. This percentage is displayed below:										
E6	ES NO MORE THAN 20% of your allocation is allowed for other security-related expenses. This percentage is displayed below:										
	Systems (MAY decide to spend 20% on security-m an SRO. They may also decide NOT to use Tr										
Tit	tle V-A Budget-Innovative Programs										
F1	Enter your Title V-Alallocation										
F2	. Enter projected transfers INTO Title V-A	\$ -									
F3	Enter projected transfers OUT of Title V-A	-									
F4	Total FY07 Title V-A fund available	\$ -									
Tir	Title VI-B Budget-Rural Education (Complete ONLY if LEA receives an allocation)										
G	Enter your Title VI-A allocation										
G2	. Enter projected transfers INTO Title VIA	\$ -									
GS	Total Fy07 Title VI-A fund a vallable	\$ -									

Section E: Title IV-A Safe and Drug-Free

Complete Items E1-E3 and Item E4 will "auto-fill".

Items E5 and E6 will calculate the MAXIMUM dollar amount the LEA can spend on the specified items. Check with your NCLB consultant with questions.

Section F: Title V-A Innovative Programs

Complete Items F1-F3 and Item F4
will "auto-fill".

Section G: Title VI-B Rural Education (Complete this section ONLY if LEA receives a Title VI allocation)

Complete Items G1-G2 and Item G3 will "auto-fill".

Coversheet and Follow-Up Coversheet

Consultant Signature

Follow-Up Coversheet

(Use only if Follow-up(s) is/are required.

Attach Follow-Up covershest on up of original covershest and make comments where appropriate.)

Tennessee Department of Education

ESEA – No Child Left Behind

School Year 2006-2007

Ten	NCLB Consultant	eld Service Consultant	Director of Schools Federal Programs Contact	
District	School Year 2006-2007 Director of Schools	7	us: Check the appropriate box	
Assigned NCLB Field Service Consultant	Federal Programs Contact		et-asides meet NCLB requirements. s are evident with this LEA's budge	ets and set-asides. My concerns are listed below.
Budget and Set-Aside Status: Check the appropriate box Budgets and set-asides meet NCLB requirement Budgets and set-asides appear to meet NCLB re	s. quiraments, but I have some concerns. My concerns are listed below.		: (Please address each concern listed	d on original document.)
	gets and set-asides. My concerns are listed below.			
Concems: (This is a "form field" option. If completed o concern on a separate line.) 1 2	n your computer, the lines will "match" the length of whatever you type. Ple	è	Follow-Up Date	
3				

Date Reviewed

General Information-Page 2

Gene	ral Information	Yes	No	N/A	Comments (Required for "No" responses; optional for "NA" or "Yes" responses.)
1.	Is LEA utilizing Consolidated Administration?				(If answer is "No", no comment required.)
2.	Is LEA tracking administration funds by pooling them into a separate subfund? (Option, not a requirement)				(If "No" for Question #1, please mark "N/A" on Question #2)
3.	Do equipment items costing \$5000 or more have prior written approval of the NCLB Consultant?				
4.	State Approved Indirect Cost Rate				

(continued)

Titles and Categories-Page 2

				1 1									
Titles	and Categories	<u>I-A</u>		<u>II-A</u>			II-D			Private Schools		ools	
		Yes	No	N/A	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
5.	Does the LEA staffing FTE serving public schools match the numbers given in the Consolidated Application?												
6.	Does the LEA staffing FIE serving private schools match the numbers given in the Consolidated Application?												
7.	Does the LEA staffing/FTE serving Local Neglected match the numbers given in the Consolidated Application?												
8.	Does the budget program an amount equal to or approximating the amount of the current FY and carryover amounts?												
9.	Does the budget reflect line items that are allowable under this program?												
10.	Do the line items in the budget correspond to approved activities in the appropriate section of the NCLB Consolidated Application?												
11.	Does the budget reflect the administrative percent for this title approved in the NCLB Consolidated Application? (pg. 17)												
12.	Is the "Indirect Costs" line item equal to or less than the State approved LEA Indirect Costrate?												
13.	Do participating private school students receive an equitable per pupil amount as their counterparts attending public school? (EDGAR § 76.654)												
Comm	ents Required? Please use an additional sheet an	d identifi	commen	ts by Title	Categor	v and Iten	n Number	,					

Comments Required? Please use an additional sheet and identify comments by Title/Category and Item Number

Titles and Categories-Page 3

		Complete this column (Title III) ONLY if the LEA is a Fiscal Agent for a Consortium UK is a Mand-Alone											
Titles	and Categories		Ш			IV-A			V				
		Yes	No	N/A	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
14.	Does the LEA staffing FTE serving public. schools match the numbers given in the Consolidated Application?												
15.	Does the LEA staffing FTE serving private, schools match the numbers given in the Consolidated Application?												
16.	Does the budget program an amount equal to or approximating the amount of the current FY and carryover amounts?												
17.	Does the budget reflect line items that are allowable under this program?												
18.	Do the line items in the budget correspond to approved activities in the appropriate section of the NCLB Consolidated Application?												
19.	Does the budget reflect the administrative percent for this title approved in the NCLB Consolidated Application? (pg. 17)												
20.	Is the "Indirect Costs" line item equal to or less than the State approved LEA Indirect Cost rate?												
21.	Do participating private school students receive an equitable per pupil amount as their counterparts attending public school? (EDGAR § 76.654)		_							_		_	
Comm	nents Required? Please identify comments by i	ooth Item	number (and Itae #									

Questions?

Budgets and Set-Asides Checklist (continued)

- NOTE: * next to an Item number denotes required set-asides apply.
- Title I-A Set-Asides-Page 4

I-A	(Continued)	Yes	No	N/A	Comments (Required for "No" responses, optional for "N/A" or "Yes" responses.)
22.*	Do participating private school students receive an equitable portion of the LEA's reservation for instruction (including carryover, if applicable) and comparable services for instruction as their counterparts attending public school?	_	_	_	
23.	Is the LEA Allocation over \$500,000?				No comment required.
24.*	If "Yes" is marked on Question #23, has at least 1% of their allocation has been budgeted for parental involvement/family literacy and parenting skills (of which 95% is distributed to schools)? (If "No" is marked for Question #23, please mark "NA")	_	_	_	
25.*	If "Yes" is marked on Question #23, has a proportionate amount of the LEA's 1% for parental involvement been set-aside for parents of private school students? (If "No" is marked for Question #23, please mark "N/A")			_	

(continued)

• Title I-A Set-Asides-Page 4

26.*	Has a proportionate amount of the LEA's 5% for professional development been set-aside for teachers of private school participants?		
27.*	Are the participating private school students receiving equitable services for Districtwide Instructional Initiatives? [Pg. 19-Consolidated Application]		
28.*	Is money reserved to provide comparable services for homeless students?		
29.*	Have unspent minimum <u>required</u> set-asides been rebudgeted? Required set-asides must be spent as well as budgeted.		("NA" = Minimum requirement spent dwing current year)
30.*	Has 5% or more of allocation been budgeted to attain <u>Highly Qualified</u> status for all teachers and paraprofessionals?		No comment required if Question #31 is "Yes".
31.	If less than 5% is needed for Highly Qualified, has an explanation letter been submitted to the NCLB consultant serving this district?		

Questions??

(continued)

Title I-A Set-Asides-Page 5

<u>I-A</u>	(Continued)	Yes	No	N/A	Comments (Required for "No" responses; optional for "N/A" or "Yes" responses.)
32.*	High Priority LEAs: Is an additional 10% budgeted for staff development addressing identified AYP needs? (Under "Comment" section, please mark all, that apply.)				AYP Identified Needs: Rdg/LArts; Math; Attendance; Grad. Rate Subgroups to be addressed: ALL Students White African-American Hispanic Native American Asian/Pacific Islander Limited English Proficient Economically Disadvantaged Students with Disabilities
33.*	Previously Identified High-Priority LEAs: If last year's staff development set-aside was not expended, has any remaining staff development set-aside been rebudgeted in carryover? (see #32 above)				
34.	Was the LEA allocated Local Neglected funds by the US Department of Education?				No comment required
35.*	Does the LEA reserve the Local Neglected allocation to provide comparable services to children in local institutions for neglected children?				Money is released to state to provide comparable services

Questions???

(continued)

• Title I-A Set-Asides-Page 5 (cont.)

	various.	I	I.	l .	,
36.	LEAs with High Priority Title I Schools: If schools have not met AYP for two years, is an amount "equal to" 20% of the allocation reserved for Public School Choice (PSC) and/or Supplemental Education Services (SES), unless a lesser amount is needed?				
37.	Of the 20% for PSC/SES, is 5% to 15% reserved for transportation?				
38.	Of the 20% for PSC/SES, is 5% to 15% reserved for supplemental services?				
39.	Are non-Title I funds used to meet the PSC/SES requirement(s)?				
40.	Optional for LEAs with Title I Schools Not Making AYP: Is 5% or less of its allocation used to provide incentives and rewards to teachers to work in Title I schools not making AYP?				
41.	(* Memphis only) Is money set-aside to provide comparable services for children in local institutions for delinquent children?				

Questions???

Budgets and Set-Asides Checklist (continued)

Title II-D Set-Asides-Page 6

II-D		Yes	No	N/A	Comments (Required for "No" responses optional for "N/A" or "Yes" responses.)
42.*	Is 25% or more of this allocation reserved for Professional Development?				
43.*	Have unspent minimum required set- asides from prior year fiscal year funds been rebudgeted? Required set-asides must be spent as well as budgeted.				("N/A" = Minimum requirement spent during current year)

(continued)

Title IV-A Set-Asides-Page 6

IV-A	LEAs MAY decide to spend 10% on security-related items AND UP TO another 10% on an SRO. They may also decide NOT to use Title IV money for either of these options.	Yes	No	N/A	Comments (Required for "No" responses; optional for "N/A" or "Yes" responses.)
44.	Does the LEA use any of the Title IV allocation for security-related activities and/or school resource officers?				
45.	Does the LEA spend 20% or less of this allocation for security-related activities? (SRO positions are NOT considered a security-related ACTIVITY)				"N/A" indicates the LEA uses no Title IV funds for this purpose.
46.	If the LEA uses Title IV-A funds for the hiring and/or training a School Resource Officer, is the TOTAL AMOUNT SPENT for security-related personnel and activities (including the SRO) equal or less than 40% of this allocation?				"N/A" indicates the LEA uses no Title IV funds for this purpose.

Questions???

FY 2007 NCLB Budget Spreadsheet ED-5339

- Excel spreadsheet format-MUST be completed electronically
- Type in the LEA Name and Number at the top. That information will print at the top of every page of the spreadsheet.

The following re	epresents the individual budgets for federal projects administe	red under the No Chi	ld Left Behind Act (NCLB)	
LEA Name				
LEA S				

 After submission of the final line item budget by November 22nd, 2006, any amendments will require the LEA to type in the Amendment #, as well as the Submission date at the top left part of the spreadsheet.

Sabaission Date	F	<i>FY 2007 NCLB</i>	' Budget Spreadshe	ef
Amendment S				

Budget Worksheet (continued)

Complete lines 9-12 first...

	NO TE :ENTER L	INESO-12 RRST AND THEY WILL AUTOMATICALLY POST ON LINES 20-30, THEN ENTER APPROPRIATION AMOUNTS.		Tido AA		Tido JI-A				
0		PY 2007 Afocation Revenue			000			0.00		
		PY 2008 Allocation Revenue								
Đ		(Carryover not reduttrom state as of 8-30-00)			000			0.00		
"		Pr2009 Amount Reserved By 6 30-06 (Cashon hand)			000			0.00		
2		Transfers between projects			000			0.00		
#		PY 2007 Total Budgeted	0.00	0.00	000	0.00	0.00	0.00		
2 2		Credx: should be zero (evenue minuse/peruffures) Credx: should be zero (EY2007 total (ess. Ed., Rev)	0.00			000				
	Account Number/ Line Jesm Number	Line kem Description	Tide) (Current § and Carrya ver §)	Increase or decrease \$ amount (Please designare decrease with a minus (-))	Ателаеа Аташт	Trioll - Part A (Current \$ and Carryover\$)	Increase or decrease amount (Please designare decrease with a minus (I)	Amended Amount		
22	Esama a d P									
29		Info from PAGES 7,2,8 08-07 Budget Document								
29 25		Budget Amount Reservation Title 1 (Cash on Hand) Budget Amount Reservation Title 5 (Cash on Hand)	0.00		000					
20	34440	Budget Amount Reserved for Other Federal Projects (Cash on Handfor Title II-A, II-D, III, IV-A, VI-Band Consolidated Administration				0.00		0.00		
27 20		Transfer FROM other Reclaral Projects Revenue INTO Ints This Project This 1 Grants to LEAs (Alberton + Carryover)	0.00		000			0.00		
20		Irrovative Educ Program Strategies (Tile V Allocation + Carryover)	3.2		300					
30 31	47500	Other Federal Grants ThoughState (Allocation + Campover for Thies It Ajl-O,III, IV-A, VI-Band Consolidated Admir)				0.00		оф		
2	Total Estima	ared Revenue	0.00	0.00	000	0.00	0.00	0.00		

and the program will complete the second portion (lines 24-30) of the spreadsheet for you. Shaded cells are NOT available for that title.

Budget Worksheet (continued)

• Under the appropriate title, ADD budgeted expenses next to the appropriate line item

A's Zia	ccount umber/ ne item umber	2 and Carryoner \$)		lacrease or decrease amount (Please designate decrease with a minus [-])	Amended Amount	Title II - Part A (Current \$ and Carryover \$)	lacrease or decrease amount [Please designate decrease with a minus [-]]	Amended Amount	Title II - Part B (Current \$ and Carryover \$)
Τ.	Approp	riations							
		Info from PAGE 10 06-07 Budget Document	Instruction/Regula	r Instructional Progra	Section				
7110	00 116	Teachers	_ 0.00		0.00	0.00		0.00	0.00
	00 1117	Career Ladder Program	0.00		0.00	0.00		0.00	0.00
7110	00 127	Career Ladder Extended Contracts	0.00		0.00	0.00		0.00	0.00
7110	00 128	Homebound Teachers	0.00		0.00	0.00		0.00	0.00
7110	V 162	Clerical Personnel	0.00		0.00	0.00		0.00	0.00
7110	ಉಚ	Educational Assistants	0.00		0.00	0.00		0.00	0.00
7110	10 169	Other Salaries & Ivlages	0.00		0.00	0.00		0.00	0.00
7110	0 195	Certified Substitute Teachers	0.00		0.00	0.00		0.00	0.00
	10 198	Non-certified Substitute Teachers	0.00		0.00	0.00		0.00	0.00
	10 20 t	Social Security	0.00		0.00	0.00		0.00	0.00
	0 204	State Retirement	0.00		0.00	0.00		0.00	0.00
	00 206	Life Insurance	0.00		0.00	0.00		0.00	0.00
	00 207	Medical Insurance	0.00		0.00	0.00		0.00	9.00
	00 208	Dental Insurance	0.00	TO T ELL .	· /1 · D	1 / Th		1 . / 17.	2.00
7110	0210	Unemployment Compensation	0.00	If LEA is no	cına their Ki	ıdaet Nocum	ent which is tur	ned in to Kin	ance 🚧
		Employer Medicare	0.00		MIN 2011/11 170	10200 17000111		HUU III UU I III	uiivv, b <i>aa</i>
7110					51115				/
7110	W 299	Other Fringe Benefits	0.00		O	O			2.00
7110. 7110.	10 299 10 311	Other Fringe Benefits Contracts with Other School Systems	0.00		O	O			2.00 2.00
7110 7110 7110	10 299 10 311 10 330	Other Fringe Benefits Contracts with Other School Systems Operating Lease Payments	0.00 0.00 0.00		O	O	the head of eacl		100 100 100
7110 7110 7110 7110	10 299 10 311 10 330 10 336	Other Fringe Benefits Contracts with Other School Systems Operating Lease Psyments Maintenance & Repair Services - Equipment	0.00 0.00 0.00 0.00		riate section	n is noted at		n section in <mark>l</mark>	2.00
7110 7110 7110 7110 7110	10 255 10 311 10 330 10 336 10 356	Other Fringe Benefits Contracts with Other School Systems Operating Lease Payments Maintenance & Riepair Services - Equipment Tuition	0.00 0.00 0.00 0.00 0.00		oriate section	n is noted at		n section in I	9.00 0.00
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Questions??

Budget Amendments and Questions



Christie Lentz

Director, Budget and Field Services

Budget Amendments

- When is an amendment required? If a budget category changes—increase or decrease—more than 10% --from the final approved budget, the LEA must request to amend the budget in that title.
- Is there a form for this? Yes, the Budget Amendment Form (ED-5341) on which the LEA staff will justify the budget change (Slides with cover letter and form are later in the presentation.) Budget amendments for multiple titles must be submitted on separate forms. The letter and form are posted on our website.
- To whom does the amendment go? An original +5 copies of the following make up the amendment: a cover letter from the Director of Schools, the revised budget for the title involved, and the completed amendment form. These go to your assigned NCLB consultant, who will review it before sending it to the next approver. The LEA, consultant, and SEA Finance will receive a copy of the approved budget amendment from the Executive Director of the Office of Federal Programs.

Budget Amendment Cover Letter

(Insert date here)

Julie P. McCargar, Ed.D. Executive Director, Office of Federal Programs 5th Floor, Andrew Johnson Tower 710 James Robertson Parkway Nashville, Tennessee 37243

Dear Dr. McCargar,

Our LEA, (insert name here), is requesting Amendment #_____ to the FYO____ Consolidated Application Federal Programs budget for the following title(s)/project(s):

☐ Title I-A		Title IV-A
☐ Title II-A		Title V-A
☐ Title II-D		Title VI
☐ Title III		Consolidated Administration

Activities and expenses have resulted in a projected increase or decrease of more than ten percent (10%) per category on the state chart of accounts. This amendment request includes both individual and cumulative changes within a category. To document this request I am attaching a completed Amendment Form (ED-5341) for each affected title and a revised FY07 NCLB Budget Spreadsheet (Form ED-5339) with requested changes indicated in the appropriate column(s).

Thank you for your consideration in this matter and we look forward to the receipt of your approval letter.

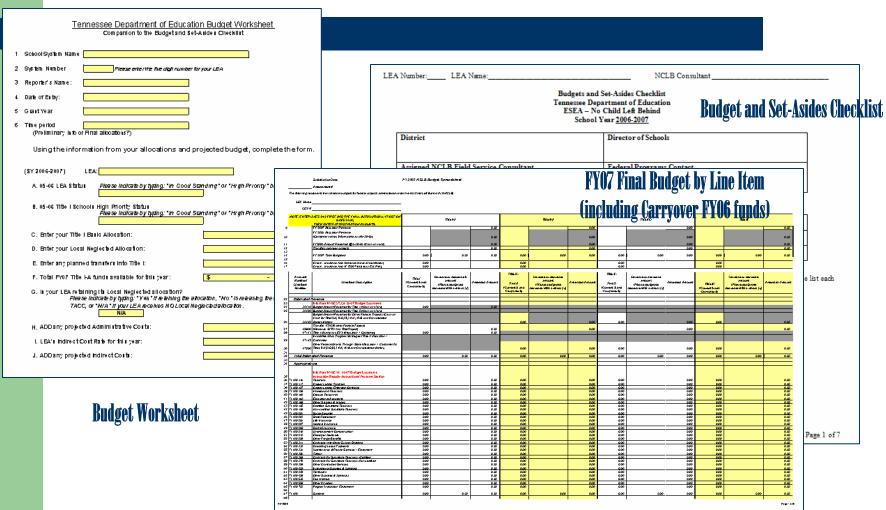
Sincerely,

Director of Schools
(insert LEA name here)

Budget Amendment Form (ED-5341)

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Summary- Final Budgets and Monitoring Documents



Summary-Budget Amendment Documents

(Insert date here)

Dear Dr. McCargar,
Our LEA, (Invert name here), is requesting Amendment #______to the FYO_
Consolidated Application Federal Programs budget for the following title(s) project(s):

☐ Title IV-A

☐ Title V-A ☐ Title VI

Activities and expenses have resulted in a projected increase or decrease of more than Activities and expenses have relative in a project on the activities and expenses of the tendency of the state chart of accounts. This amendment request includes both individual and cumulative changes within a category. To document this request I am attaching a completed Amendment Form (ED-534) for each affected title and a revised FY07 NCLB Budget Spreadsheet (Form ED-5339) with requested changes

Thank you for your consideration in this matter and we look forward to the receipt of your approval letter.

Cover Letter

Sincerely, Director of Schools

Consolidated Administration

Julie P. McCargar, Ed.D. Executive Director, Office of Federal Programs
5th Floor, Andrew Johnson Tower 710 James Robertson Parkway Nashville, Tennessee 37243

Title I-A

☐ Title II-A

☐ Title II-D Title III

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Final Questions and Comments